

Present: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner.
Also present to observe: Thomas Clapper, Free Press Standard.

IN THE MATTER OF
PLEDGE OF ALLEGIANCE

 9:00 AM
Commissioner Leggett asked that everyone join in the reciting of the Pledge of Allegiance.

IN THE MATTER OF
ROLL CALL / BOARD MEETING ATTENDANCE

 9:00 AM
Commissioner Wirkner: Present; Commissioner Modranski: Present; Commissioner Leggett: Present.

IN THE MATTER OF
RECORDINGS OF PROCEEDINGS

 9:01 AM
April D. Mayle, Assistant Clerk I certified that the entire recording of the proceedings at the prior meetings are captured completely and accurately in the electronic record and are available at the office.

IN THE MATTER OF
MINUTES

Motion: to approve the summary of the minutes from the regular meeting of Monday, Monday, September 29, 2025 and electronic recording of the proceedings, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner. Motion carried on unanimous vote.
 9:01 AM

IN THE MATTER OF
EXPENSES

Motion: to approve the following travel and membership expenses:

NAME, TITLE	DEPT.	EVENT	LOCATION	DATE	AMOUNT (not to exceed)
Robert E. Wirkner, Commissioner	Commissioners	TRAC Meeting	New Philadelphia, OH	10/8/25	\$50.00
Tom Cottis, Director	EMA	Ohio EMA Winter Conference	Salt Fork, OH	12/3/25-12/5/25	\$600.00
Dustin Lucas, Deputy Director	EMA	Ohio EMA Winter Conference	Salt Fork, OH	12/3/25-12/5/25	\$600.00
Jennifer Burns, Director	JFS	East Central Director’s Meeting	Millersburg, OH	10/7/25	\$50.00

Action: Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** Vice President Christopher R. Modranski. Motion carried on unanimous vote.
 9:01 AM

IN THE MATTER OF
APPROPRIATION(S)

Motion: to approve the following appropriation(s):

FUND	NAME	CODE	AMOUNT
10000	FOJ Allowance – Prosecutor	10000-11120-53500	(\$12,500.00)
10000	Transfer Out- General Fund	10000-81280-59200	\$12,500.00

Action: Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner. Motion carried on unanimous vote.
 9:01 AM

IN THE MATTER OF
APPROPRIATION AMENDMENT(S)

Motion: to approve the following appropriation amendment(s):

FUND	FROM		TO		AMOUNT
	NAME	CODE	NAME	CODE	
10000	Transfer Out	10000-81280-59200	Telephone – Building and Grounds	10000-11025-53321	\$12,000.00

Action: Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** Vice President Christopher R. Modranski. Motion carried on unanimous vote.
 9:01 AM

IN THE MATTER OF
PAYMENT OF BILLS

Motion: to approve bills submitted for payment and to authorize the County Auditor to issue her warrant on the County Treasury for payment of same, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner.
Motion carried on unanimous vote.

 9:02 AM

IN THE MATTER OF
PAYMENT OF BILLS WITHOUT PRIOR CERTIFICATION:
REVISED CODE 5705.41

Motion: to approve payment of the following for materials or services purchased without a proper purchase order and certification and the County Auditor is authorized to issue her warrant for payment of same:
COUNTY: Carroll County Treasurer, \$2,661.00; Alliance Area Domestic Violence, \$1,061.34; Whisler Plumbing & Heating, \$744.44; Carroll County Treasurer, \$6,722.00; and North Coast Polytechnic Institute, \$2,000.00.
DJFS: None.

Action: Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** Vice President Christopher R. Modranski.
Motion carried on unanimous vote.

 9:01 AM

IN THE MATTER OF
TRANSFER OF FUNDS

Motion: to approve the following transfer of fund(s):

FUND	CODE (FROM)	CODE (TO)	AMOUNT
10000	10000-81280-59200	20020-51310-49800	\$12,500.00

Action: Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner. Motion carried on unanimous vote.

 9:02 AM

IN THE MATTER OF
MONTHLY REPORT – SEPTEMBER 2025
RECORDER’S OFFICE

 9:04 AM

Commissioner Leggett advised Recorder Patricia Oyer filed her report through September 2025 indicating 5,117 documents recorded to date for 2025. A copy is on file in the Commissioners’ office.

IN THE MATTER OF
CGAR
CHARITABLE GRANT AGREEMENT

Motion: to approve the Charitable Grant Agreement between the Carroll County Foundation and the Carroll County Golden Age Retreat in the amount of \$14,078.00 for IT Infrastructure Upgrade, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: Robert E. Wirkner, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner.
Motion carried on unanimous vote.

 9:04 AM

IN THE MATTER OF
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
OCEAN FORMS

Motion: to approve the Ohio Development Services Agency forms titled Organization Contacts and Users & Role Assignment as recommended by Ohio Regional Development Corporation, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner. Motion carried on unanimous vote.

 9:04 AM

IN THE MATTER OF
AGREEMENT/CONTRACT
THE CASON GROUP, INC.

Motion: to approve the Benefit Systems Contracts Summary with The Cason Group, Inc. for the management of the Employee Benefits Open Enrollment Portal, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** Vice President Christopher R. Modranski. Motion carried on unanimous vote.

 9:05 AM

IN THE MATTER OF
PROSECUTOR OPINION

Motion: to send the PY23 CDBG Dellroy Project Small Purchase Contract Agreement to the Prosecutor for his review for form and function, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner. Motion carried on unanimous vote.

 9:05 AM

IN THE MATTER OF
PROSECUTOR SIGNATURE REQUEST
CDBG CI LEESVILLE STORM SEWER PROJECT

Motion: to request the Prosecutor’s signature on the Certificate for Owner’s Attorney page for the CDBG CI Leesville Storm Sewer Project, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** Vice President Christopher R. Modranski. Motion carried on unanimous vote.

 9:06 AM

IN THE MATTER OF
DOG WARDEN MONTHLY REPORT
SEPTEMBER

 9:06 AM

Merle Long, Dog Warden appeared before the Board to provide his report for the month of September 2025 reflecting 19 dogs taken in, 7 dogs adopted to new families, 7 dogs reclaimed by their owners, 1 dog euthanized for illness, 0 citations for no license, and 2 citations for running at large. Commissioner Modranski advised that Warden Long needed to replace the microchips and there was a hefty increase from the company Home Again. Commissioner Modranski advised that Warden Long researched cheaper options and was able to save the county a lot of money. Warden Long advised that he was able to get microchips from Buddy Complete for \$5.20 per microchip instead of \$27.00 per microchip through Home Again. Commissioner Leggett asked Warden Long if anyone from the community can bring their dog to be chipped. Warden Long advised that the pound can only microchip dogs that come through the facility, whether it is a reclaimed dog or a dog adopted out. Commissioner Wirkner asked if there is a policy that prohibits other dogs from being microchipped. Warden Long advised that veterinarians offer microchipping, and his understanding is that the pound could not be in competition with the veterinarian’s office. Commissioner Modranski advised that the veterinarian gives the pound a discount and they may not do that if the pound becomes in competition with them. Warden Long reminded residents that Saturday, September 4, 2025, the Dog Pound will be holding the Subaru Loves Pets event at Huebner’s from 10:00 a.m. to 2:00 p.m. Warden Long advised that the Humane Society will be there, and they will offer microchipping for \$30.00 and rabies vaccines for \$10.00. Warden Long advised that there will be a food truck, an ice cream truck, and a couple of shelters from the local area present at the event. Warden Long advised that the pound is bringing six dogs that are available for adoption.

IN THE MATTER OF
CGAR MONTHLY REPORT
SEPTEMBER

 9:12 AM

Dawn Faulk, Carroll Golden Age Retreat (CGAR) Superintendent appeared before the Board via Zoom to present the monthly report for CGAR. Ms. Faulk advised that CGAR’s auxiliary meeting is rescheduled for October 14, 2025, at 4:00 p.m. in the multi-purpose room at the CGAR. Ms. Faulk invited anyone who would like to share their suggestions, ideas, and thoughts to improve services at CGAR to attend. Ms. Faulk advised that light refreshments will be provided. Ms. Faulk asked everyone to be patient with the staff at CGAR while they are upgrading their Wi-Fi and phones. Ms. Faulk advised that the new phones will have larger numbers, which will make them easier for residents to use. Ms. Faulk advised that family members of residents wishing to get a hold of their loved ones will need to call the landline and press 0 to be connected to them. Ms. Faulk advised that the phones are scheduled to be installed October 8, 2025 to October 10, 2025. Once there are permanent phone extensions established for all residents, CGAR will let family members know. Ms. Faulk advised that anyone wanting more information about their Wi-Fi update can call and ask for her. Ms. Faulk advised that CGAR’s annual fall sale is scheduled for October 9, 2025, and October 10, 2025 from 9:00 a.m. to 4:00 p.m. Ms. Faulk advised that she is currently conducting interviews for a full-time housekeeper and one full-time or two part-time nurse aides for the 3:00 p.m. to 11:00 p.m. shift. Ms. Faulk advised that anyone interested can call or stop by to fill out an application. Ms. Faulk advised that they have beds open for males and females. Ms. Faulk advised that CGAR ended the month of September with 22 females and 12 males for a total of 34 residents. Commissioner Modranski asked what was delaying the phone installation. Ms. Faulk advised that the phones were on back order. Ms. Faulk advised that the phones they were initially going to get were not going to work with the Wi-Fi.

IN THE MATTER OF
TRANSIT MONTHLY REPORT
SEPTEMBER

 9:18 AM

Sonja Trbovich, Transit Director, appeared before the Board to provide a monthly report for Transit. Ms. Trbovich advised that for the month of September, there were 36,013 service miles, 1,916 passengers, and 17 declined rides. Ms. Trbovich advised that there was a 0.31% increase in total passenger trips. Ms. Trbovich advised that the Ohio Department of Transportation (ODOT) just opened the grant application for SFY 2027. Ms. Trbovich advised that she will be working on that, and it is due back on November 14, 2025. Commissioner Modranski asked Ms. Trbovich if she gets any assistance from the Ohio Mid-Eastern Governments Association (OMEGA) or the Transportation Advisory Committee (TAC) to fill out the application. Ms. Trbovich said no. Ms. Trbovich advised that she is also applying for the Ohio Transit Partnership Program (OTPP) to help with operating costs.

IN THE MATTER OF
CLERK’S REPORT

 9:21 AM

Eva Johnson, Assistant Clerk II appeared before the Board to remind viewers that the Subaru Loves Pets Carroll County Dog Pound Adoption Event will be held this Saturday, October 4, 2025 from 10:00 a.m. to 2:00 p.m. The event will be held at Huebner Subaru located at 1155 Canton Rd. NW, Carrollton. There will be food trucks and the Carroll County Humane Society will be offering \$30 microchips and \$10 rabies shots. All animals must be on a leash or in a cage. Ms. Johnson advised that this information has been shared to the Commissioners Facebook page.

IN THE MATTER OF
CLERK’S REPORT

 9:21 AM

Eva Johnson, Assistant Clerk II appeared before the Board to advise viewers that the Ohio fall burn ban is in effect as of October 1, 2025. The ban will be in effect for the months of October and November. Ms. Johnson advised that open burning is prohibited during the hours of 6:00 a.m. and 6:00 p.m. during these months. This ban is for any type of fire including the burning of yard waste, trash, and debris, even when contained in a proper burn barrel. Ms. Johnson advised this information and more has been shared to the Commissioners’ Facebook page.

IN THE MATTER OF
2024 WATER POLLUTION CONTROL LOAN FUND
BID ACCEPTANCE & NOTICE OF AWARD – PROJECT 2022-11

Motion: to accept the bid of Jon Stewart Excavating LLC of Cadiz, OH in the amount of \$25,200.00 for the 2024 WPCLF/HSTS project #2022-11, to replace one home sewage treatment system and to issue a Notice of Award regarding the same, as recommended by Clerk Melissa N. Schaar, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** Vice President Christopher R. Modranski.
Motion carried on unanimous vote.

 9:22 AM

IN THE MATTER OF
WARRIOR DAY

Commissioner Modranski advised that on October 17, 2025, the Carrollton marching band will to the Senior Center for Warrior Day. Commissioner Modranski advised that the band will go and eat lunch with the Seniors at 11:30 a.m. and then perform their halftime show for the Seniors.

IN THE MATTER OF
PUBLIC DEFENDER
MONTHLY REPORT

 9:23 AM

Commissioner Wirkner advised that the Public Defender will be providing a monthly report to Board in November.

IN THE MATTER OF
DROUGHT

 9:24 AM

Commissioner Wirkner advised that there are two townships in Carroll County that are in extreme drought, and it is likely that the rest of the county will be too. Commissioner Wirkner reminded residents that there is a burn ban from 6:00 a.m. to 6:00 p.m. daily.

IN THE MATTER OF
BUILDING AND GROUNDS
VARIOUS BUILDINGS

 9:24 AM

Commissioner Leggett provided an update on several projects being done in various county buildings. Commissioner Leggett advised that he was supposed to have change orders from the architect for the heating, cooling, and electric at the courthouse annex building, but he has not received that yet. Commissioner Leggett advised that the new air conditioning and furnace installation at the Prosecutor’s building is complete. Commissioner Leggett advised that the waterline to the fourth floor that was leaking in the wall has been replaced. Commissioner Leggett advised that the company has the new board for the courthouse elevator, and they will be at the courthouse on Friday to fix it. Commissioner Leggett advised that the second-floor courthouse air conditioning is still being repaired and should be recharged and up and running by tomorrow. Commissioner Leggett advised that the insert for the flagpole at the annex building was installed, and the flag might be put up as early as next Tuesday. Commissioner Leggett advised that the sink hole in the parking lot on the north side of the courthouse has been filled with concrete, blacktopped, and sealed. Commissioner Wirkner asked if the freon that was removed from the courthouse air conditioning was able to be reintroduced back into the system. Commissioner Leggett advised that it was captured and will be reintroduced.

IN THE MATTER OF
ADJOURN

Motion: to adjourn, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Robert E. Wirkner. Motion carried on unanimous vote.

 9:27 AM

PREPARED BY:

/s/ April D. Mayle
April D. Mayle, Assistant Clerk I

We hereby certify the foregoing to be true and correct.
/s/ Melissa N. Schaar
Melissa N. Schaar, Clerk
/s/ Donald E. Leggett II
Donald E. Leggett, President

BOARD OF COMMISSIONERS OF CARROLL COUNTY

/s/ Donald E. Leggett II
Donald E. Leggett, President

/s/ Christopher R. Modranski
Christopher R. Modranski, Vice President

/s/ Robert E. Wirkner
Robert E. Wirkner, Commissioner